

# WIXOM PUBLIC LIBRARY

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Read. Discover. Connect.

The Wixom Public Library is seeking a friendly, customer service oriented Library Clerk. This position will work collaboratively in a team environment to assist patrons at the Check-Out Desk.

<b>POSITION:</b>	<b>LIBRARY CLERK PERMANENT PART-TIME</b>
<b>SALARY RANGE:</b>	\$11.25 per hour
<b>HOURS:</b>	14-22 hours per week; flexible and variable; includes evenings and weekends.
<b>RESPONSIBILITIES:</b>	Checks materials in and out Registers borrowers Answers phone and routes calls Processes books and A/V materials
<b>QUALIFICATIONS:</b>	High School diploma or equivalent Good communication skills Enthusiastic, approachable and flexible customer service skills Strong computer skills including Internet and Office software Ability to lift and carry up to 25 pounds Knowledge of library circulation system is desirable
<b>APPLICATION PROCESS:</b>	City of Wixom application and resume required. Applications are available at: <a href="http://wixomlibrary.org/employment">wixomlibrary.org/employment</a>
<b>APPLY TO:</b>	Andrea Dickson, Library Director Wixom Public Library 49015 Pontiac Trail Wixom, MI 48393 <a href="mailto:andrea@wixomlibrary.org">andrea@wixomlibrary.org</a>
<b>DEADLINE:</b>	June 5, 2019

**The Wixom Public Library is an Equal Opportunity Employer.**

The Wixom Public Library is easily accessible by expressway: five minutes from the I-96 Wixom Rd. exit, second exit west of Twelve Oaks Mall.



**WIXOM PUBLIC LIBRARY**  
49015 Pontiac Trail | Wixom, MI 48393-2567  
Telephone: 248-624-2512 | Fax: 248-624-0862